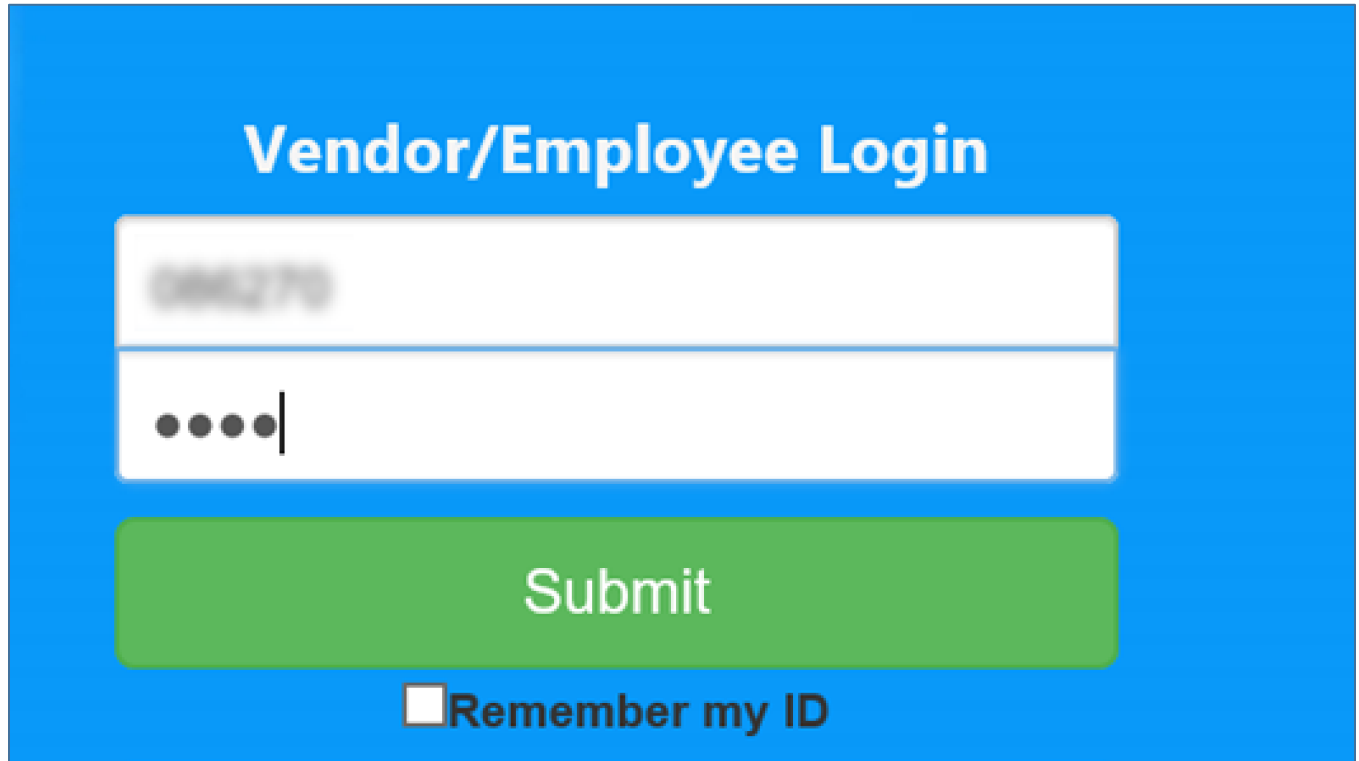


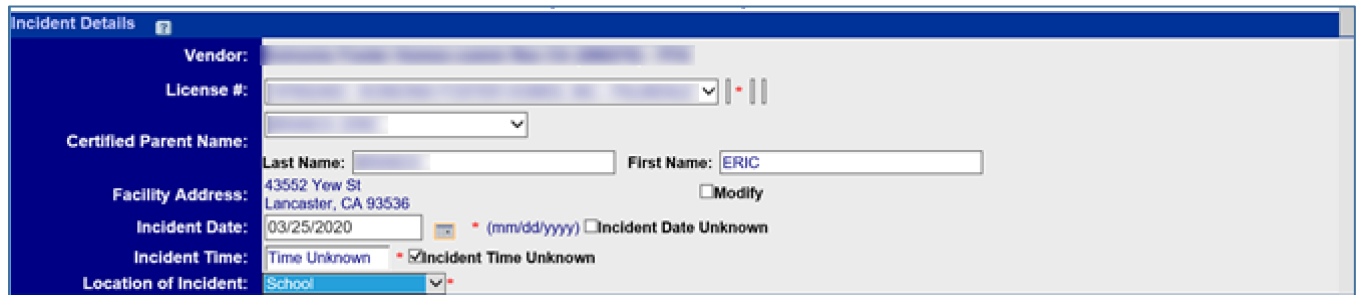
# How to Add A Child or Person on ITrack (FFA)

1. Log onto the system as an FFA.



The image shows a login interface with a blue background. At the top, the text "Vendor/Employee Login" is displayed in white. Below this, there are two white input fields. The first field contains the text "096279". The second field contains four black dots, indicating a password field. Below these fields is a large green button with the word "Submit" in white. At the bottom, there is a checkbox labeled "Remember my ID".

2. Fill out the required fields: License #, Certified Parent Name, Incident Date, Incident Time and Location of Incident.



The image shows a web form titled "Incident Details". The form has a blue header bar. Below the header, there are several fields for data entry. The "Vendor:" field is a dropdown menu. The "License #" field is a dropdown menu with a red asterisk. The "Certified Parent Name:" field is a dropdown menu. The "Last Name:" field is a text input field. The "First Name:" field is a text input field with the value "ERIC". The "Facility Address:" field is a text input field with the value "43552 Yew St, Lancaster, CA 93536". The "Incident Date:" field is a text input field with the value "03/25/2020" and a red asterisk. The "Incident Time:" field is a dropdown menu with the value "Time Unknown" and a red asterisk. The "Location of Incident:" field is a dropdown menu with the value "School" and a red asterisk. There are also checkboxes for "Incident Date Unknown" and "Incident Time Unknown". A "Modify" button is located next to the "Facility Address:" field.

- In the **Foster Children Involved: Others Involved, Add Person** section, by the default NO children values should be selected.

Foster Children Involved :  
Others Involved  
Add Person ?

Child - DOB ☐ Clear Selection - New Person ☐ Out of county child  
Click the "Add Person" button to insert selected child into the report.

ro, Elijah -  
Alejandra  
Antonio -  
Guerrero,

Last Name:

First Name:

Birth Date:

Ethnicity: (Select)

State Id:

How is this person involved (Select)

Gender (Sex at Birth): (Select)

Sexual Orientation: (Select)

Unable to Determine Reason (Select)

Gender Identity: (Select)

Gender Expression: (Select)

Add Person

- To add a child that is already on the list, first select the appropriate child then select a value from the "How is this person involved" drop down menu (this field is required). Please note no other fields are required to add a child already on the list.

Foster Children Involved :  
Others Involved  
Add Person ?

Child - DOB ☐ Clear Selection - New Person ☐ Out of county child  
Click the "Add Person" button to insert selected child into the report.

ro, Elijah -  
Alejandra  
Antonio -  
Guerrero,

Last Name:

First Name:

Birth Date:

Ethnicity: (Select)

State Id:

How is this person involved **Victim**

Gender (Sex at Birth): (Select)

Sexual Orientation: (Select)

Unable to Determine Reason (Select)

Gender Identity: (Select)

Gender Expression: (Select)

Add Person

Click on the "Add Person" to add the child from the list. You should see the added child under the "Foster Children Involved" section.

Foster Children Involved : 1

Name / Role	Department	CSW / DPO	State Id/Person No. / Ethnicity	Birth Date / Age	Gender / Gender Identity	Sexual Orientation / Unable to Determine Reason	Gender Expression	CSEC
ro, Elijah - Alejandra Antonio - Guerrero, Victim	<input checked="" type="checkbox"/> DCFS <input type="checkbox"/> Probation			0	M Did Not Ask	Unable to Determine Did Not Ask	Did Not Ask	<input type="checkbox"/>

Others Involved  
Add Person ?

Child - DOB ☐ Clear Selection - New Person ☐ Out of county child  
Click the "Add Person" button to insert selected child into the report.

ro, Elijah -  
Alejandra  
Antonio -  
Guerrero,

Last Name:

First Name:

Birth Date:

Ethnicity: (Select)

State Id:

How is this person involved (Select)

Gender (Sex at Birth): (Select)

Sexual Orientation: (Select)

Unable to Determine Reason (Select)

Gender Identity: (Select)

Gender Expression: (Select)

Add Person

You may change the “Certified Parent Name” and still be able to select and add another children onto the same SIR.

Incident Details

Vendor: [Redacted]  
License #: [Redacted]  
Certified Parent Name: [Redacted]  
Last Name: [Redacted] First Name: Andrew  
Facility Address: [Redacted] Modify  
Incident Date: 03/28/2020 (mm/dd/yyyy) Incident Date Unknown  
Incident Time: [Redacted] Incident Time Unknown  
Location of Incident: School

Foster Children Involved : 1

Name / Role	Department	CSW / DPO	State Id/Person No. / Ethnicity	Birth Date / Age	Gender / Gender Identity	Sexual Orientation / Unable to Determine Reason	Gender Expression	CSEC
Elijah	DCFS				M	Unable to Determine	Did Not Ask	
Victim	Probation			0	Did Not Ask	Did Not Ask		

Others Involved

Add Person

Child - DOB: [Redacted] Clear Selection - New Person Out of county child

Click the "Add Person" button to insert selected child into the report.

[Redacted] Deniro - [Redacted]

Last Name: [Redacted]  
First Name: [Redacted]  
Birth Date: [Redacted]  
Ethnicity: (Select)  
State Id: [Redacted]  
How is this person involved (Select)

Gender (Sex at Birth): (Select)  
Sexual Orientation: (Select)  
Unable to Determine Reason: (Select)  
Gender Identity: (Select)  
Gender Expression: (Select)

Add Person

Foster Children Involved : 2

Name / Role	Department	CSW / DPO	State Id/Person No. / Ethnicity	Birth Date / Age	Gender / Gender Identity	Sexual Orientation / Unable to Determine Reason	Gender Expression	CSEC
Elijah	DCFS				M	Unable to Determine	Did Not Ask	
Victim	Probation			0	Did Not Ask	Did Not Ask		
Deniro	DCFS				M	Unable to Determine	Did Not Ask	
Witness	Probation			0	Did Not Ask	Did Not Ask		

Others Involved

5. To add a new child or person that is NOT on the list, it's very important to make sure no child is selected and highlighted from the list. If the child is highlighted, you can click on the “Clear Selection” checkbox to unselect.

Others Involved

Add Person

Child - DOB: [Redacted] Clear Selection - New Person Out of county child

Click the "Add Person" button to insert selected child into the report.

[Redacted] Deniro - [Redacted]

Last Name: [Redacted]  
First Name: [Redacted]  
Birth Date: [Redacted]  
Ethnicity: (Select)  
State Id: [Redacted]  
How is this person involved (Select)

Gender (Sex at Birth): (Select)  
Sexual Orientation: (Select)  
Unable to Determine Reason: (Select)  
Gender Identity: (Select)  
Gender Expression: (Select)

Add Person

The only required fields to add a person not on the list are: **Last Name**, **First Name** and **How is this person involved**. **NOTE: At this point please leave the State Id field blank otherwise it will not work.** Click on the **Add Person** button to complete.

Others Involved  
Add Person

Child - OOB  New Person   
Click the "Add Person" button to insert selected child into the report.

Deniro -

Last Name: Jordan  
First Name: Baby  
Birth Date: 03/02/2019  
Ethnicity: Samoan\*  
State Id:   
How is this person involved: Child

Gender (Sex at Birth): (Select)  
Sexual Orientation: (Select)  
Unable to Determine Reason: (Select)  
Gender Identity: (Select)  
Gender Expression: (Select)

Add Person

The added child or person will be displayed under the “**Others Involved**” section.

Foster Children Involved : 2								
Name / Role	Department	CSW / DPO	State Id/Person No. / Ethnicity	Birth Date / Age	Gender / Gender Identity	Sexual Orientation / Unable to Determine Reason	Gender Expression	CSEC
Elijah	<input checked="" type="checkbox"/> DCFS				M	Unable to Determine	Did Not Ask	<input type="checkbox"/>
Victim	<input type="checkbox"/> Probation			0	Did Not Ask	Did Not Ask		<input type="checkbox"/>
Deniro	<input checked="" type="checkbox"/> DCFS				M	Unable to Determine	Did Not Ask	<input type="checkbox"/>
Witness	<input type="checkbox"/> Probation			0	Did Not Ask	Did Not Ask		<input type="checkbox"/>
Others Involved								
Name/ Role	Birth Date/ Age	Ethnicity/ Out Of County	Gender/ Genderidentity	Sexual Orientation/ Unable to Determine Reason	Gender Expression	CSEC		
Jordan, Baby	3/2/2019	Samoan*				<input type="checkbox"/>		
Child	1	No				<input type="checkbox"/>		

- Cross Reports – Please note the children ON THE LIST will be the only ones that will be cross reported to the CSWs. Any person or child manually added will not be cross reported. (Ex: The screenshot below does not include “Jordan, Baby”, who was added and displayed under the “Others Involved” section.)

Cross Reports

Report To	Time Sent	Sent Via	Contact Name	Email	CWS Referral No.
DCFS-CSW	When Submit	Automatic ITrack			
DCFS-CSW	When Submit	Automatic ITrack			

Add Cross Report

Report To: (Select)  
Date/Time Reported: (mm/dd/yyyy hh:mmAM/PM)  
Reported Via: (Select)  
Contact Name:   
CWS Referral No:   
Add Cross Report

If the youth is a DMH client, please print out the SIR and mail it with the additional DMH form. Please [click here](#) if you need a copy of the DMH form (close the DMH form after you print form).

Please also note when an SIR has been submitted, you will no longer be able to add any other cross reports. Only an addendum can be added.